

## Speaking Behaviors Checklist

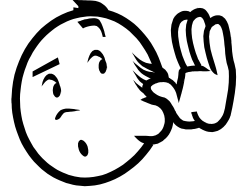
My Name: \_\_\_\_\_

Speaker: \_\_\_\_\_

Listen to the oral presentation of each group member, then use this checklist to rate the speaking behaviors according to the following:

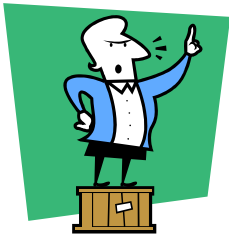
### *Volume—loudness or softness of the spoken words*

- \_\_\_\_ 3. I could hear the presentation at all times.
- \_\_\_\_ 2. I could hear most of the presentation.
- \_\_\_\_ 1. I could hear little of the presentation and wish the speaker had talked louder.



### *Stress—used for emphasis, can include repetition, loudness, questioning, etc.*

- \_\_\_\_ 3. The speaker used stress to add importance or create interest several times.
- \_\_\_\_ 2. The speaker used stress to add importance or create interest only once or twice.
- \_\_\_\_ 1. The speaker never used stress but he should have in order to add importance or create interest.



### *Pacing—rate of speaking, staying within the allowed time frame*

- \_\_\_\_ 3. The speaker used pacing appropriately.
- \_\_\_\_ 2. The speaker used pacing sometimes but spoke too quickly or slowly sometimes.
- \_\_\_\_ 1. The speaker didn't pace the presentation well so it was hard to understand and was much too short.

### *Pronunciation—saying words carefully so the listener understands them*

- \_\_\_\_ 3. I could understand every word the speaker used.
- \_\_\_\_ 2. I could understand most of the words the speaker used.
- \_\_\_\_ 1. There were several words I couldn't understand.



Speaking behaviors marked with a 2 or a 1 indicate a need for improvement. Remember, no matter how good the written speech is, the delivery must also be effective or no one pays attention!!!!